

**PORT HURON AREA SCHOOL DISTRICT
DEPARTMENT FOR HUMAN RESOURCES**

NOTICE OF NON-CERTIFIED VACANCY

Secretarial Bargaining Unit

**Please Post
SECR - 196**



January 12, 2018

Building:	Administration – Human Resources
Position:	Account Clerk I
Qualifications:	See Posting
Hours/Times/Calendar:	7:30 – 4:00, 52 Week Level IV Calendar
Effective:	January 29, 2018
Allocation:	1.283.60.0000.1620

APPLICATION PROCEDURE:

Internal Applicants
(Current District Employees)

*Persons interested in being considered for any position must indicate their interest via email to the Human Resources Department on or before **4:00 p.m., January 19, 2018.***

PLEASE INCLUDED #, POSITION, AND LOCATION ON ALL CORRESPONDENCE

Send to: humanresource@phasd.us

Patricia Wachtel, Human Resource Manager 

External Applicants
Please Apply On-Line on or before **January 19, 2018**

[Applicant Central](#)

Any bids received after the date and time stated above will not be accepted.

*If you choose to withdraw your bid, you must do so in writing and submit it as stated above.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PORT HURON AREA SCHOOL DISTRICT ADMINISTRATIVE SERVICE

ORGANIZATIONAL MANUAL

POSITION GUIDE

TITLE

Account Clerk I (Human Resources)

SECTION K-12

QUALIFICATIONS

1. High School graduate or equivalent (GED).
 2. Advanced accounting courses or specific work related experience preferably both.
 3. Associate's Degree in accounting (preferred).
 4. Dependable and of good moral character.
 5. Skilled in the use of computers and office equipment.
 6. Ability to understand and carry out oral and written instructions.
 7. Ability to handle confidential information with discretion.
 8. Ability to maintain records and files as required by the position.
 9. Ability to deal with staff members tactfully, with courtesy and work cooperatively on a team.
 10. Ability to work independently and to be able to make decisions without direct supervision.
 11. Ability to prepare reports and maintain general office records.
 12. Familiar with human resource and personnel preferred.
 13. Previous experience as an account clerk preferred.
 14. Must successfully pass Account Clerk test.
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JOB RESPONSIBILITIES

1. Responsible directly to the immediate supervising administrator.
 2. Responsible for performing secretarial and clerical functions necessary in the efficient operation of an office, such as:
 - a. Must be able to utilize (School District's) software and be proficient in the use of Microsoft Word and Excel.
 - b. Navigate internal and external District websites.
 - c. Obtains, gathers and organizes particular information as needed and puts it into useable form.
 - d. Maintains regular filing system.
 - e. Personnel and payroll maintenance.
 - f. Processes incoming mail and correspondence as instructed.
 - g. Performs accounting tasks that may be associated with the position.
 - h. Must be able to prioritize workload and adjust accordingly to meet the demands of the job.
 - i. Bi-tech experience preferred.
 3. Perform other duties as assigned.
 4. Conducts him/herself in a professional manner commensurate with his/her position and project a good public image of the School District in dealing with the community and employee groups.
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SELECTION COMMITTEE

EVALUATED BY

HUMAN RESOURCE MANAGER

SALARY DATA

AS PER NEGOTIATED AGREEMENT

ALLOCATIONS

FORM DATA

PHASD FORM NO. AIS-OM-4

Ad. Off. Serv.

Sept 2015
